

Using Manning Documents in COMET

Version 2.0 of the COMET Active Component software has a set of new features that allow users to import, view and edit manning documents from a COMET Manning Document Library. Below is a short set of instructions that explain the new features.

What is a Manning Document?

Manning documents in COMET are simply representations of the manpower requirements of a particular platform (e.g., ship, squadron). We have built a set of these that are incorporated in the COMET Manning Document Library, which will be available on the NCCA website.

Manning documents are similar to manpower platforms in COMET, with some organizational differences. A platform, which must be constructed by the user, is simply an aggregation of manpower units across project years. Units are the basic building blocks of COMET, describing manpower (billets) by skill (Rating, EMC, Designator) and by paygrade. In this way, a user can describe the manpower associated with a system across its life cycle or some other horizon.

Think of a manning document as a specialized platform. The manning document adds another layer of hierarchy to describing the manpower. Each document describes a system or platform (e.g., ship, squadron). However, units in a manning document always represent a *division* (the user may allow a unit contained in a platform to represent any level of aggregation). Divisions are collected into *departments*; the manning document is a collection of departments across project years.

Once you have created or modified a manning document, it can be used in the COMET LCC analysis exactly as a platform is now used. Additionally, the Manning Document Editor allows to quickly view, print and export summary information about a manning document.

Importing a Manning Document

The Manning Document Library contains representatives of most major ship classes. You must import a document to COMET in order to make COMET recognize it. To do so, go to the *Data* menu and select *File Transfer*. You will see the dialog box shown in Figure 1.

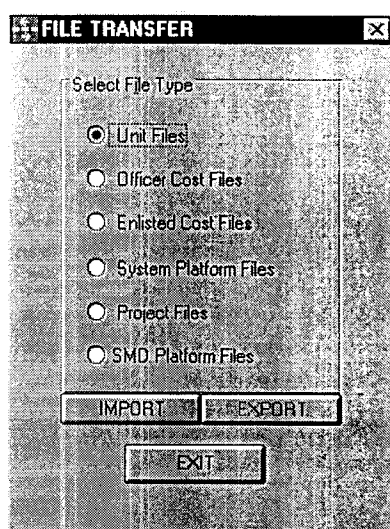


Figure 1: File Transfer Dialog Box

Choose the last option, *SMD Platform Files*, then click the *Import* button. Then, browse to the location for the manning files as shown in Figure 2. The platform files are shown as *.exe* files, which are self-executing Zip files. You may access the files over a network or from a CD-ROM, or they may already be located on your hard drive if you downloaded them from the NCCA website.

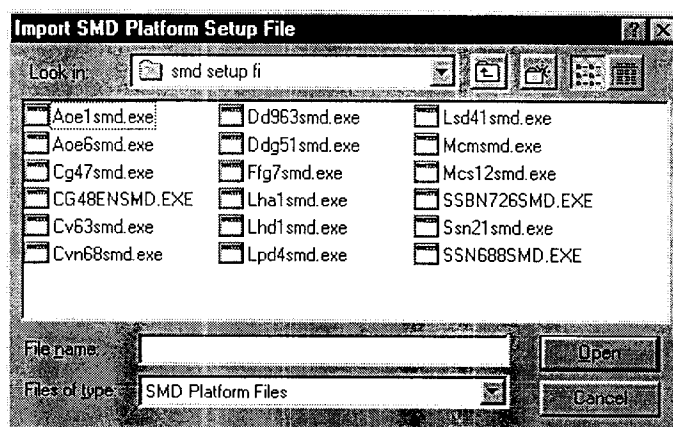


Figure 2: Browsing to SMD Platform Files

To import a platform, simply choose the appropriate file and click the *Open* button.

Building a Manning Platform

Once you have imported the manning document from which you wish to start, choose the *LCC* menu to edit and view it. On the *LCC* menu, choose *Build Manning Platform*. A dialog box showing all currently available Manning Document Platforms will appear.

From this dialog box, you may choose a document to edit. Additionally, you may create a copy of an existing document (e.g., to construct an alternative manpower scenario or “build” another ship in the class) or delete a document.

Highlight the document you want and click *OK*.

The manning document is displayed on the COMET Manning Platform Editor screen, as illustrated in Figure 3. A single project year is displayed at a time. You may scroll to the right and click on a year tab to see any other project year.¹

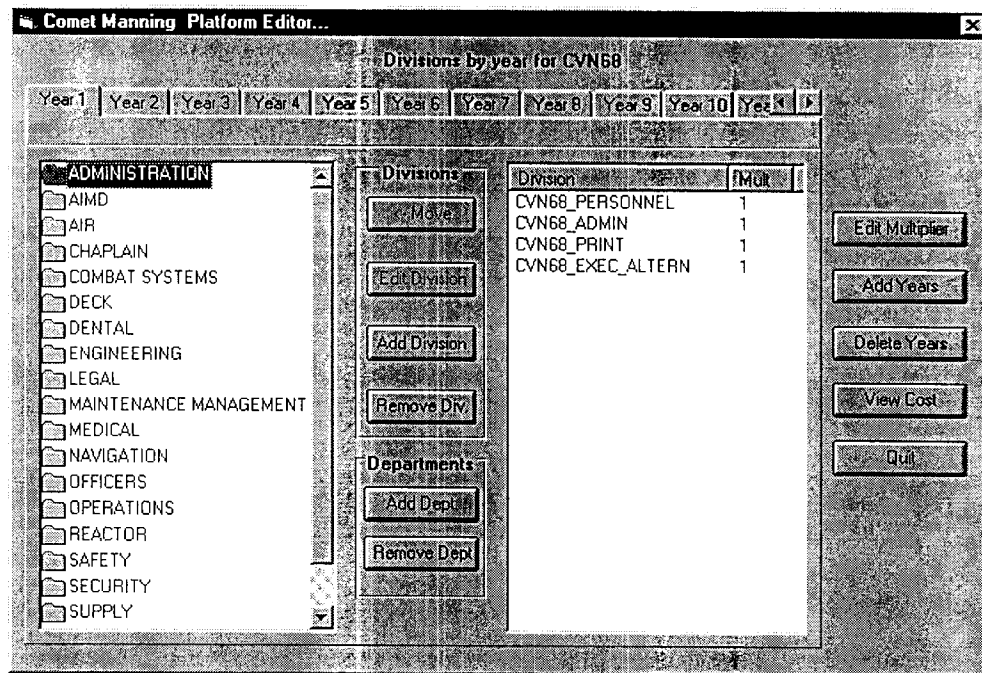


Figure 3: COMET Manning Platform Editor

Displayed in the left window is a list of the departments in the platform. The right window shows the divisions (units) contained in the currently selected department. You can make a number of modifications to the platform from this screen, including:

- add project years to the platform
- delete project years from the platform
- add a division to a department
- remove a division from a department
- add or remove a department
- move a division from one department to another

In the sections below we briefly describe each function.

¹ The documents in the COMET Manning Document Library are set by default to have a single project year; the user may easily expand this to the proper number of project years.

Adding or Deleting Project Years

Adding or deleting project years is a straightforward process. For example, click the *Delete Years* button and specify the range of years to remove as shown in Figure 4. In this case, we are removing years 21 through 40. Adding years is analogous.

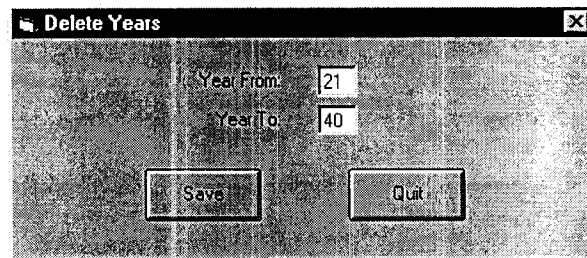


Figure 4: Deleting Project Years

Adding or Removing a Division from a Department

To add a division to an existing department, use the mouse and left-click on the department you want in the left window. Click the *Add Division* button. The dialog box that appears will allow you to copy an existing division or create a new (empty) division. You may also specify the project years that will receive the division, and the multiplier as well. For example, if you wish to analyze an alternative scenario, you may wish to make a copy of an existing division and modify it.

Removing a division is analogous. The division can be removed from a subset of the project years or from all project years.

Adding or Removing a Department

You may customize the manning platform by adding or removing departments as well. To add a department, click the *Add Dept.* button, provide a name and the department will be added to all project years. To delete a department, select it in the left window and click the *Remove Dept.* button.

Note, however, that any department is either in every project year or none. If you simply want to have a department with manning in some years, but not others, the department must be added and then have divisions added for the appropriate years. *Deleting a department will remove it and all associated divisions from the entire platform.*

Moving a Division

To move a division from one department to another, select the division in the right-side window and click *<-Move*. Select a different department from the dropdown box as shown in Figure 5.

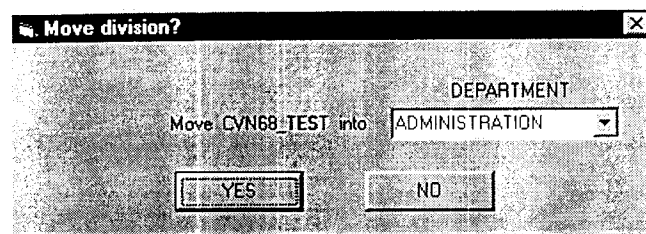


Figure 5: Moving a Division

Viewing Manning Document Data

COMET allows you to quickly view summary information about a manning document from the COMET Manning Document Platform Editor. From this dialog box, click *View Cost* to see information about the currently selected project year. If you want information about a different year, choose the proper year tab before selecting *View Cost*.

The Platform Query dialog box will appear, as illustrated in Figure 6. This function will allow you to look at manning, total costs and average (per-billet) costs. The types of breakouts you can see varies across these categories.

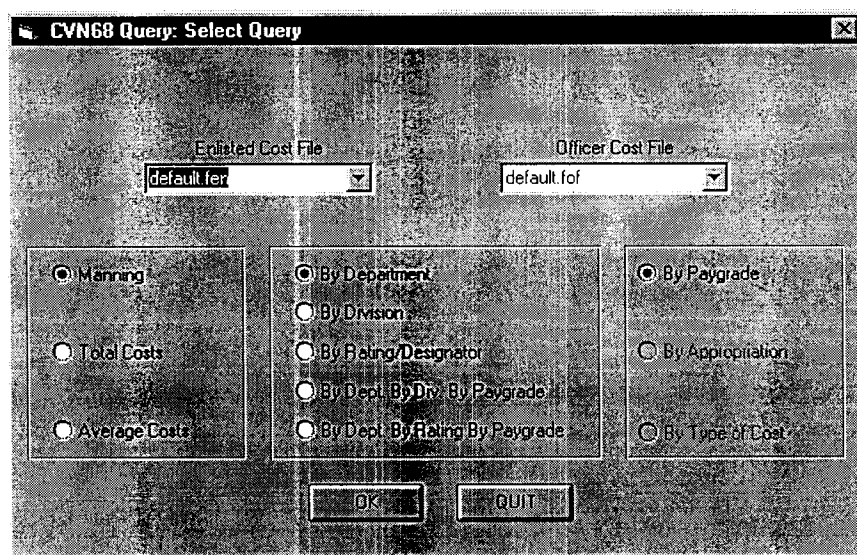


Figure 6: Manning Document Queries

If you select manning, you can see the number of billets broken out by

- Department and Paygrade
- Division and Paygrade
- Rating/Designator and Paygrade
- Department, Division and Paygrade
- Department, Rating/Designator and Paygrade

Select one option from the center list and click OK to view the manning. Figure 7 illustrates the output with a Department by Rating/Designator by Paygrade option. Separate tabs display officer and enlisted information. Also, Department totals and platform totals are displayed.

The output from this point may also be printed or exported to a comma-delimited (.CSV) file, which can be imported to a spreadsheet easily.

Bills by Rating		E1-3	E4	E5	E6	E7	E8	E9	Total
	Department Total	2	1	1	1	1	0	0	6
WEAPONS	AD	60	57	39	33	11	2	2	204
	AZ	0	1	0	1	0	0	0	2
	EM	0	1	2	1	0	0	0	4
	GM	3	4	2	2	1	0	0	12
	MM	0	1	0	2	0	0	0	3
	TM	3	1	3	1	0	1	0	9
	YN	0	1	1	0	0	0	0	2
	////	177	0	0	0	0	0	0	177
	Department Total	243	66	47	40	12	3	2	413
	Activity Total	1315	766	645	392	142	43	29	3332

Figure 7: Document Manning Summary Information

If you choose Total Costs or Average Costs instead of Manning information, you may only select one of the first three options in the center list—by Department, by Division or by Rating Designator. Additionally, however, you may set options in list on the far right of the screen:

- Costs by Paygrade
- Costs by Appropriation (MPN, O&MN, Other)
- Costs by Type (Direct, Variable Indirect)

You must also select an officer cost file and an enlisted cost file from the drop-down boxes at the top of the screen.

Once you have selected all of the options, the displays operate the same way as the manning output, with one exception. All cost outputs include a summary tab in addition to the officer and enlisted tabs. Figure 8 gives an example. Note that the Cost Year button at the bottom of the screen allows you to inflate or deflate costs to a different project year.

Query for year 1

FILE

Enlisted		Officers					Summary	
Total Costs by Department by Pay Grade								
Department	E1-3	E4	E5	E6	E7	E8	E9	Total
ADMINISTRATION	709,918	773,310	621,734	596,428	653,324	103,418	346,835	3,804,967
AIMD	4,077,077	3,386,293	5,393,874	4,361,835	1,939,529	537,508	244,994	19,941,110
AIR	26,970,601	9,944,418	4,177,125	4,643,181	2,001,599	415,751	111,705	48,264,380
CHAPLAIN	63,511	69,150	75,843	83,895	91,532	0	0	383,937
COMBAT SYSTEMS	1,818,988	7,185,458	4,633,955	3,109,279	1,196,958	652,678	499,316	19,096,641
DECK	5,233,777	1,190,479	826,130	271,382	196,750	108,654	0	7,827,172
DENTAL	0	200,345	147,024	81,684	89,294	0	0	518,348
ENGINEERING	6,417,999	6,434,724	3,124,702	2,227,065	1,063,246	324,724	238,583	19,831,043
LEGAL	0	143,306	77,442	85,886	92,867	0	0	399,501
MAINTENANCE MANAGEMENT	0	139,570	1,133,751	991,691	486,798	108,105	122,497	2,982,453
MEDICAL	583,526	602,931	515,670	416,843	188,175	99,965	0	2,407,110
NAVIGATION	560,891	702,275	312,842	174,950	0	108,467	119,491	1,978,916
OFFICERS	0	0	0	0	0	0	0	0
OPERATIONS	3,452,354	5,055,578	6,237,834	2,414,412	589,794	312,953	127,937	18,190,862
REACTOR	3,909,737	7,084,776	12,435,437	6,728,875	2,131,415	750,310	723,230	33,763,782
SAFETY	0	69,147	0	528,194	98,251	108,918	0	896,510

Costs are in Constant FY 2000\$

Quit

Figure 8: Document Cost Summary Information